



# CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

## OPEN STATEWIDE EXAMINATION CORRECTIONAL OFFICER

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER:** The California Department of Corrections and Rehabilitation offers equal opportunity to ALL regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, or sexual orientation.

### THE POSITIONS

- A **Correctional Officer (CO)** is an entry-level peace officer responsible for protecting the public, staff, and inmates in a correctional institution environment; enforce State and Federal laws while providing service to the public by confining and supervising convicted felons.
- Institutions operate 24 hours a day, 365 days per year.

Visit our department web site at <http://www.joincdcr.com> for more information.

### SPECIAL PERSONAL CHARACTERISTICS

- **Correctional Officer:** Emotional maturity and stability; objective understanding of persons in custody; satisfactory record as a law-abiding citizen; sobriety; demonstrated leadership ability; honesty; integrity; tact; good personal and social adjustment for correctional work; neat personal appearance; courage; alertness; willingness to work day, evening, or night shifts, weekends, and holidays, and to report for duty at any time emergencies arise; must have integrity, dependability, good judgment, and the ability to work cooperatively with others; must be physically and mentally able to perform the essential functions of the position.

### MINIMUM REQUIREMENTS

#### **CORRECTIONAL OFFICER**

- **Education:** Equivalent to completion of the twelfth grade.  
Demonstrated by: (1) possession of a high school diploma issued by a U.S. institution; (2) passing the California High School Proficiency test; (3) passing the General Education Development (GED) test meeting California high school graduation standards; or (4) possession of a college degree (Associate of Arts or higher) from an accredited college or university.

**IMPORTANT:** Accreditation referred to in this Section, shall be from an accrediting association recognized by the Secretary of the United States Department of Education.

NOTE: Any accreditation or approval shall be from a state or local government educational agency using local or state government approved accreditation, licensing, registration, or other approval standards, a regional accrediting association holding full membership in the National Council for Private School Accreditation (NCPSA), an organization holding full membership in the Commission on International and Trans-Regional Accreditation (CITA), an organization holding full membership in the Council for American Private Education (CAPE), or an accrediting association recognized by the National Federation of Nonpublic School State Accrediting Associations (NFSSAA).

**CITIZENSHIP REQUIREMENTS:** Existing law provides that in order to be appointed to a peace officer position, a person must either be a U.S. citizen or a permanent resident alien who is eligible for and has applied for citizenship at the time of application. Denial of an application for citizenship shall result in disqualification from or termination of employment.

### ADDITIONAL REQUIREMENTS

- At least 20 years of age at time of application and 21 years of age at the time of appointment.
- Hearing sufficient to perform the essential functions of the job; uncorrected visual acuity of 20/60 or better in each eye and correctable to 20/20 in each eye (Uncorrected visual acuity worse than 20/60 may be accommodated with the use of soft contact lenses; and the ability to pass an acceptable color vision test Visit our department web site at [www.joincdcr.com](http://www.joincdcr.com) for more information.
- Good physical health; strength; endurance and agility; sound mental and emotional condition and free from any physical or mental condition that would interfere with the full performance of the duties.
- History of law-abiding behavior.
- Legally eligible to own, possess and have custody/control of any firearm or other weapon authorized by the CDCR.

## **SALARIES**

- **Salary During Basic Academy**  
\$3,050 per month
- **Correctional Officer (After Academy)**  
\$3,774 - \$6,144 per month

An additional \$175 per month will be paid to persons accepting positions at the Correctional Training Facility, Salinas Valley State Prison, and California State Prison, San Quentin. An additional \$2,400 will be paid to persons accepting positions at Avenal, Calipatria, Centinela, Chuckawalla Valley, and Ironwood State Prisons 30 days after the completion of every 12 consecutive qualifying pay periods, depending on the availability of funds.

Salary rates paid beyond \$3,774 (CO) are dependent upon time-in-grade, completion of the apprenticeship program and job performance. Detailed salary information will be provided after application or can be obtained at [www.cdcr.ca.gov](http://www.cdcr.ca.gov).

## **HOW TO APPLY**

To apply you **must** submit your application via the Internet. Applications submitted by mail will **NOT** be accepted. Applicants will complete their application and respond to questions regarding their ability to meet the minimum qualifications. **Applications will only be accepted between March 4-7, 2013.**

**PLEASE NOTE YOU CAN ONLY HAVE ONE ACTIVE APPLICATION IN PROCESS AT A TIME. SHOULD YOU SUBMIT ANOTHER APPLICATION, IT WILL NOT BE PROCESSED AND YOU WILL BE NOTIFIED.**

If you do not have Internet access, there are public access Internet terminals in over 150 California public libraries. Contact your local library for information as to where the nearest Internet terminal is located and the policies related to usage.

You may apply on the Internet at: <https://exams.spb.ca.gov/exams/co> or <http://www.joincdcr.com> click on the Apply Now button. **The links to apply online will be active March 4-7, 2013.**

## **THE SELECTION PROCESS**

**PLEASE NOTE THAT IF YOU DO NOT APPEAR OR ARE DISQUALIFIED FROM ANY OF THE SELECTION COMPONENTS YOU MAY NOT REAPPLY FOR 12 MONTHS FROM THE DATE YOU DID NOT APPEAR OR WERE DISQUALIFIED. IF YOU FAIL PFTT YOU MAY REAPPLY DURING THE NEXT OPEN FILING PERIOD.**

**Written Test Waiver** – There is no written test waiver for this examination.

For details on each of the selection components please, please select this link when viewing the exam bulletin online or go to <http://www.joincdcr.com>.

Candidates must be successful in each of the examinations and selection components listed to be eligible for a CO appointment. Valid photo identification is required for admittance into the examination. Failure to complete any of the required forms or failure to appear or be late for the scheduled components will result in elimination from the examination. All information submitted for consideration at every phase of the selection process must be accurate, complete and truthful and will be subject to verification. Any inaccuracy and/or omission may be considered intentional and may be cause for elimination from the examination and/or subsequent certification list.

- SUPPLEMENTAL APPLICATION (PASS/FAIL)
- PHYSICAL FITNESS TRAINING TEST PASS/FAIL)
- BACKGROUND INVESTIGATION PRESCREEN (PASS/FAIL)
- WRITTEN TEST (WEIGHTED 100%)
- BACKGROUND INVESTIGATION (PASS/FAIL)
- VISION SCREENING (PASS/FAIL)
- PEACE OFFICER PSYCHOLOGICAL EVALUATION (POPE) (PASS/FAIL)
- PRE-EMPLOYMENT MEDICAL EXAMINATION (PEM) (PASS/FAIL)

## **PLACEMENT ON THE ELIGIBILITY LIST**

Candidates who pass the written test are placed on the eligible list. Candidates who are selected for appointment are given a conditional offer of

employment, contingent upon successful completion of the remaining selection components.

Candidates are encouraged to visit CDCR's web site at [www.joincdcr.com](http://www.joincdcr.com) for more detailed information regarding these selection components.

#### **ASSIGNMENT PROCESS**

- Applicants who receive conditional job offers and who have successfully completed all selection components will be assigned to institutions based on departmental needs. Therefore candidates will not be given an option of selecting which prison they prefer to be assigned to. **NOTE:** If you are contacted for an assignment and you are unwilling to accept the assignment, you will be charged a waiver.
- After three such waivers, your name will be permanently removed from the employment list.

#### **Basic Correctional Officer Academy (BCOA)**

- Candidates receiving and accepting assignments as COs must complete a 16-week, comprehensive training program at either BCOA located in Galt, a suburb of Sacramento.
- Candidates are encouraged to refresh/develop their analytical, writing and memory retention skills; maintain their physical fitness; and take a \*\*weapons course, prior to reporting to the BCOA.
- Upon successful completion of the BCOA COs report directly to their assigned institution/facility.
- Failure to pass the BCOA will result in rejection from the CO classification.

**VETERANS PREFERENCE CREDITS** will be granted on the OPEN employment list established from this examination. Veteran status is verified by the California Department of Human Resources (CalHR). To obtain veterans' preference, submit an Application for Veterans' Preference for California State Civil Service Examinations, form CalHR 1093 (09/12), directly to the CalHR. The CalHR 1093 (09/12) forms are available from the CalHR (the form may be accessed on-line at <http://jobs.ca.gov/PDF/SPB1093.pdf> and the Department of Veterans' Affairs. Additionally, candidates may access the CalHR 1093 (09/12), form at [www.joincdcr.com](http://www.joincdcr.com). Once veterans' preference eligibility is verified, individuals will receive a letter from the CalHR. The department will obtain veteran preference verification from the SPB. If candidates did not apply for veterans points prior to submitting his/her application, he/she is required to mail the letter from the CalHR to the Selection Center where he/she took the written test. Candidates must submit this letter within six months of their written test date to obtain veterans' preference credits. Veterans' preference credits are added as follows: 10 points for veterans, widows or widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Employees who have gained permanent State civil service status are not eligible to receive veterans' preference credits. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive veterans' preference credits.

**TESTING PERIOD:** The testing period for these examinations is 12 months from the date you are disqualified from any selection component.

Once you have been disqualified, you may not reapply for 12 months (except for the PFTT, you may reapply during the next open filing period).

You may file for these examinations 12 months from the date you have been disqualified.

**ELIGIBLE LIST INFORMATION:** Names of successful competitors are merged into the list in order of the score received in the examination. List eligibility expires two years after it is established.

**THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION** reserves the right to revise the examination plan to better meet the needs of the Department if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**FELONY DISQUALIFICATION:** You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) Has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expunge able pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

**TDY is a telecommunications device** used by the hearing impaired and may be reached by calling TDY at (800) 735-2929 or voice phone at (800) 735-2922.

**DRUG FREE WORKPLACE:** It is the objective of the State of California to achieve a drug-free workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of drugs is inconsistent with the law of the State, the rules governing State civil service, and the special trust placed in public servants.